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# ENG 4060-001: English Studies Career Development

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# Professional Writing Career Development

Fall 2015 | (1 credit)

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## Course Description

This course is designed to help you prepare for your post-graduate professional experiences. In this course, you will research job openings and professional organizations, participate in discussions with professional guest speakers, analyze your own professional skills and abilities, and read course materials related to career development. As part of the class, you will create your final resume, a cover letter template, a print portfolio, and a professional website or online portfolio.

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## Required Course Materials

Smith and Haimes-Korn. *Portfolios for Technical and Professional Communicators*

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## Course Requirements

**Job Search project:** In this two-part project, you will research a jobs database to find ten jobs you might be qualified to apply for. You will then write an analysis of one of those ads.

**Resume/Cover Letter.** You will create (and revise and revise and revise!) your resume and a sample cover letter.

**Web portfolio.** You will build an online professional portfolio targeted toward potential employers or clients.

**Print portfolio (optional).** You may choose to create a mini print-based version of your web portfolio for use in job interviews and career fairs.

**Homework/participation.** The usual stuff.

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## Assessment

Assignments will be evaluated holistically in areas such as content, organization, expression/delivery, correctness, and layout/visual impact as adapted to the audience, purpose, and context for which you are communicating. Each assignment will include specific criteria..

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The grade breakdown for assignments is below. Note: I reserve the right to make additions and alterations to this assessment breakdown should the need arise. Students will be informed in class and in writing prior to any changes being made.

Assignment	% grade
Job search project (part 1)	5
Job search project (part 2)	5
Web portfolio	50 (30)
Print portfolio (optional)	0 (20)
Homework / participation	20

The grading scale for this course is as follows:

90–100	A
80–89.9	B
70–79.9	C
60–69.9	D
59.9 and below	F

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## Attendance

This class meets only once per week and its success depends on our ability to create a community of support for one another as you develop career plans and job search materials. On those days when we have guest speakers, your active participation is crucial.

- You may miss no more than one class period. Please make every possible effort to be in class on the dates when we have a guest speaker attending.
  - If you must miss a class, you are still responsible for meeting assignment deadlines. Submit assignments via D2L email or dropbox, as appropriate.
  - You cannot receive participation points on days you are absent.
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## Deadlines

All assignments must be submitted by class time on the date listed. Late projects will be docked 5% each day until they are turned in.

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## Expected Conduct

This class focuses on communicating in professional settings. Just as in a workplace setting, certain types of conduct are expected. In addition to the policies pertaining to attendance and deadlines, pay attention to the following course policies:

- Class correspondence (i.e., emails you send to someone in the class, including me) should be written professionally and according to the expectations of the business world. Expect to receive feedback from me on the style, content, and organization of your emails.
- In this course, you will need to use advanced features of common software such as Microsoft Word, web editing technologies, and other programs that may be new to you. I am always happy to give you advice and out-of-class assistance at your request, but I expect you to be willing to develop the software skills you need to complete projects effectively.
- Do not check email or Facebook, surf the web, send text messages, etc. during class discussions or lectures.
- All projects must be submitted in order to pass the course.

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## Contact Information

You may reach me in one of the following ways:

1. Come to my **office hours in Coleman 3070**: Tuesdays 11–12 and 3:15–4; Wednesdays 10–12 and 1–2; Thursdays 11–12 and 3:15–4. A face-to-face meeting is best for addressing complex questions or concerns; you should also schedule a face-to-face meeting if you would like me to review a draft before submission.
2. **Email** me through D2L at tafredrick. If you need to send me a large attachment or a link in Google Drive, send it to tfredrickwork@gmail.com. I try to respond to emails within 24 hours Mondays through Fridays. If it has been more than 24 weekday hours since you emailed me, feel free to contact me again.
3. If you have a question or concern that is time sensitive, you may **call or text** me at (217) 714–6028 during the following times: Monday–Thursday 8:45 am–9 pm; Friday 8:45 am–3 pm; Sunday 5 pm–9 pm. If you text me, please identify yourself by name and course. (The course is especially important for those of you who have multiple courses with me this semester.)

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## Information for Students with Disabilities

Most accommodations may be easily met in this class. If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 206, or call (217) 581–6583 to make an appointment.

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## **The Student Success Center / Writing Center**

Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call (217) 581-6696, or go to Ninth Street Hall, Room 1302.

Students who would like assistance with writing assignments from this or any other course may go to the Writing Center. The Writing Center works with students from all disciplines, majors, and academic backgrounds at any stage of the writing process. To make an appointment, call (217) 581-5929, or go to Coleman Hall, Room 3110.

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# ENG 4060: PROFESSIONAL WRITING CAREER DEVELOPMENT

## DAILY SYLLABUS

DATE	DUE	IN-CLASS ACTIVITY
Aug 26	Post intro to D2L (due 11:59 pm)	Introduction to course; skills inventory
Sep 02	Read <i>Portfolios</i> p. 143–157 Bring 10 job ads	Discuss PW careers Analyze job ads
Sep 09	Submit job ad analysis Bring updated resume	Discuss resumes and cover letters
Sep 16	Read <i>Portfolios</i> Chs 1–2; Complete Assignment 1 (p. 15)	Discuss and plan portfolios Exercise 2.2 (p. 24) and 2.3 (p. 25)
Sep 23	Read <i>Portfolios</i> Ch 3, 5 Complete Assignment 1 (p.48), Assignment 1 (p. 103–104) and Assignment 3 (p. 105) [All three may be combined into one]	Discuss portfolio plans
Sep 30	<b>Resume due</b>	Workshop: work on e-portfolios
Oct 07	Complete Assignment 3 (p. 49)	Review portfolio plans
Oct 14	Read <i>Portfolios</i> Ch 4, 6	
Oct 21	<b>Revised resume and cover letter due</b>	
Oct 28	Read Katz (handout)	
Nov 04		
Nov 11		
Nov 18		Guest speaker:
Nov 19	Read <i>Portfolios</i> Chs 8–9	Preparing for job interviews
THANKSGIVING BREAK		
Dec 02		
Dec 09	<b>E-portfolio/print portfolio due</b>	